

**YELLOWSTONE COUNTY, MONTANA**

**EOE**

***POSITION ANNOUNCEMENT***

*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

**\*\**ESTABLISHING A NEW ELIGIBILITY POOL*\*\***

**\*FEMALES AND MINORITIES ENCOURAGED TO APPLY\***

**Date:** June 1, 2015

**Class Title:** Detention Officer

**Grade:** D      **Salary:** \$17.72 per hour

**Department:** Detention Facility

**Hours:** Variable Hours / Shift Work

**Union Status:** Teamsters

**FLSA:** Non-Exempt

**ACCEPTING APPLICATIONS ON A CONTINUOUS BASIS**

Job description available at Human Resources

**FUNCTION:**

Full-time position which performs routine supervisory work in the safekeeping of prisoners in custody at the Yellowstone County Sheriff's Office Detention Facility. Protects the well being of prisoners overseeing them at meals, at activities and in their quarters; does related work as required. The Detention Officer is a uniformed civilian staff position which performs responsible law enforcement work involving a variety of duties to control and supervise the activities of persons incarcerated in the County's Detention Facility.

**REQUIRED:**

- Graduation from high school or GED.;
- Minimum age of 18 years old;
- Process will involve a written test, oral interview, background investigation and physical agility testing.
- Applicants will be notified by mail of testing date and time. Successful candidates will receive on the job training and Law Enforcement Academy (4 week training program) will be provided within the first year.

Sheriff's Department Employment Statement:

Any individual with a felony conviction, a domestic violence conviction or outstanding warrants is ineligible for consideration for employment by the Yellowstone County Sheriff's Department.

**DESIRED TRAITS AND QUALIFICATIONS:**

- Previous experience in law enforcement, security or detention facility background desired;
- Understanding of law enforcement and corrections practices;
- Understanding of security procedures;
- Firm, fair & consistent in treatment of inmates, non-judgmental, people oriented, works well with co-workers, able to handle stressful situations, safety conscious, diplomatic and has a sense of humor.

**CHALLENGES:**

- Supervises and controls the custody and activities of inmates of the County's detention facility by enforcing facility rules and regulations, maintaining order and discipline and monitoring and controlling activities within assigned areas of the facility.

**TO APPLY:**

**Submit:**

**1. Detention Facility Application**

To: YCDF, 3165 King Ave E, Billings, MT, 59101, Human Resources, Room 106 County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. Incomplete or unsigned applications will not be considered. Applicants can apply on-line at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov)

Inquiries may be directed to Sgt. Steve Metzger at (406) 254-7923. Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.